

United States District Court
Southern District of West Virginia

**Notice of Electronic Availability of Case File Information
Amended to comply with the E-Government Act of 2002**

The Office of the Clerk is now imaging pleadings for posting to WebPACER/RACER, through the court's Internet website. Any subscriber to WebPACER will be able to read, download, store and print the full content of imaged documents. The clerk's office is not imaging or posting documents sealed or otherwise restricted by court order.

You should not include sensitive information in any document filed with the court unless such inclusion is necessary and relevant to the case. You must remember that any personal information not otherwise protected will be made available over the Internet via WebPACER. If sensitive information must be included, the following personal data identifiers must be partially redacted from the pleading, whether it is filed traditionally or electronically: Social Security numbers, financial account numbers, dates of birth and the names of minor children. A copy of the General Order addressing judicial conference Privacy policy Regarding Public Access to Electronic Case Files is available upon request by calling (304) 347-3000 or may be viewed on the court's Internet web site at <http://www.wvsc.uscourts.gov>.

THE GENERAL ORDER DOES NOT APPLY TO DOCUMENTS FILED WITH THE UNITED STATES BANKRUPTCY COURT. PRIVACY ISSUES REGARDING BANKRUPTCY FILINGS WILL BE ADDRESSED BY A BANKRUPTCY RULE CHANGE ON DECEMBER 1, 2003.

In compliance with the E-Government Act of 2002, a party wishing to file a document containing the personal data identifiers listed above may file an unredacted document under seal. This document will be retained by the court as part of the record. The court will require the party to file a redacted copy for the public file.

In addition exercise caution when filing documents that contain the following:

- 1) Personal identifying number such as driver's license number;
- 2) medical records, treatment and diagnosis;
- 3) employment history;
- 4) proprietary or trade secret information.

Counsel is strongly urged to share this notice with all clients so that an informed decision about the inclusion of certain materials may be made. If a redacted document is filed, it is the sole responsibility of counsel and the parties to be sure that all pleadings comply with the general order requiring redaction of personal data identifiers. The clerk will not review each pleading for redaction.

Date: April 14, 2003



Samuel L. Kay, Clerk